

Meter Installation/Removal Notification (MIRN) Arizona Form Overview
Direct Access to Bundled Service – Process # 2
Sample – proposed changes for 10/25/00 11/29/00

The MIRN was developed by the ACC ~~p~~Process ~~s~~Standardization ~~w~~Working ~~g~~Group (PSWG) and is subject to change based on future work by the PSWG.

The MIRN form is used to communicate meter installation/removal information.

The ~~UDC and~~ESP and MRSP must receive a completed MIRN anytime meter activity is performed. The completed MIRN must be received within 3 ~~working~~ business days of the meter install/removal.

General Instructions

1. UDC will ~~C~~complete the MIRN form with the information collected at the meter install/removal time for each meter located at the site.

~~2.UDC will contact the MSP and ESP via e-mail immediately for missing or incomplete data.~~

~~3.MSP must respond and/or acknowledge to UDC and ESP via e-mail any discrepancies within 1 working day of the notification~~

~~4.The UDC will notify the ESP and MSP of MIRNS not received 3 working days after the scheduled install/removal date.~~

5.2. MSP-UDC must return the completed MIRN to the UDC-ESP or provide a Meter Data Communication Request (MDCR) with a reschedule /unschedule date within 1 ~~working~~ business day of the scheduled meter exchange date. ~~above notification.~~

~~6.MSP must return removed UDC meters to the UDC within 15 days of removal.~~

3. Unless mutually agreed upon, UDC will return the meter within 15 ~~workdays~~ business days of the removal. UDC will contact the ESP to determine if the meters will be shipped or picked up.

4. The MIRN form will be e-mailed as an Excel worksheet.

5. There are 2 versions of the MIRN available for use, they are:

1. MIRN V1 – enter information on each individual form, which will link to a spread sheet **view only** version. Do **not** change any information on the spreadsheet in this version, as the information will not bridge to the individual form.
2. MIRN V1SS – enter information on the spread sheet, which will link to individual **view only** version of the forms. Do **not** change any information on the individual forms in this version, as the information will not bridge to the spreadsheet.

File Naming Convention

MIRNYYYYMMDDSENDERRECEIVER--S.xls

MIRN	Type of form being sent
YYYY	Year
MM	Month

DD	Day
SENDER	Acronym for market participant sending MDCR
RECEIVER--	Acronym for market participant receiving MDCR
S	Sequence (1, 2, 3, etc.) to support multiple files sent on a single day from the same "Sender" to the same "Receiver"

File name examples:

MIRN20000626APSNWE1.XLS
MIRN20000626APSNWE2.XLS
MIRN20000626APSESSRP1.XLS